

DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 Jefferson Davis Highway  
Arlington, VA 22202-3231

NGB-ARZ-T

9 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 AGR Tour Announcement # 04-16

1. Reference memorandum, NGB-ARZ-T, dated 21 January 2004, Title 10 Active Guard Reserve (AGR) Application Requirements and Procedures.
2. The Army National Guard is seeking applications from highly qualified Commissioned Officers to serve in the Title 10 AGR program as a Field Services Officer (Functional Area 45, Comptroller), at the Army National Guard Financial Services Center, 8899 E. 56<sup>th</sup> St., Indianapolis, IN 46249-5100.
3. Officers selected will serve under the authority of Title 10 USC, Section 12301(d).
4. Brief description of duties: Responsible for maintaining a critical liaison with DFAS, FINCOM, GAO, AAA, other NGB Directorates, Congress, contractors and state USPFOs and Financial Managers. Assists in ensuring day-to-day operations of the ARNG Financial Services Center are conducted in a professional and well-organized manner. Plans, prepares and represents the National Guard Bureau at DOD, HQDA, DFAS committees, meetings and briefings regarding ARNG pay policies, procedures, and functions. Coordinates and provides follow-up on joint pay issues. Coordinates routine actions and activities, coordinates suspense date compliance, conducts and reviews research to ensure technical and factual accuracy. Utilizes standard financial systems and may participate with DFAS and other agencies in the development/redesign of standard systems to ensure they continually meet ARNG needs. These systems include the Standards Finance Systems – Redesign (STANFINS-R), Computerized Account Payable System (CAPS), Integrated Automated Travel System (IATS), Defense Joint Military Pay System (DJMS), Defense Debt Management System (DDMS), Government Travel Services (GTS), and Reserve Component Automation System (RCAS).
5. Prerequisites:
  - a. Grade CPT (O3) or not more than MAJ (O4).
  - b. Civilian Education: Baccalaureate Degree.

NGB-ARZ-T

SUBJECT: Title 10 AGR Tour Announcement # 04-16

c. Military Education: Captains must have completed the Officer Advanced Course. Majors must have completed CAS3, however, for majors with three-plus years time in grade completion of a minimum of 50% CGSC is required.

d. Verification of a valid, minimum SECRET security clearance is required; in rare instances a TOP SECRET clearance may be required.

e. For AG, Finance, and specialty branch officers: former staff assignments and supervisory experience is required; command experience is preferred. For all other branches, both staff and command time is required.

6. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

7. Application packets received that are not complete or correct IAW application requirements and procedures defined in referenced memorandum (paragraph 1) *will be returned without action*.

8. This announcement will remain open until filled.

9. Point of contact regarding application packet requirements and preparation is SFC Nathaniel Ross, at DSN 327-1345 or 703-607-1345; for questions regarding the vacancy contact MAJ Tamera Bevington at DSN 327-1705 or 703-607-1705.

/s/

GARY S. OWENS

COL, NGB

Chief, ARNG Staff Management  
Office

DISTRIBUTION:

Chief of Staff

COS – All States

Guard Knowledge Online

World Wide Web